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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 6 November 1958

FROM : C/Junior Officer Training Program/TR

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29 October - 4 November 1958

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 16 March 1978 By: A. SIGNIFICANT ITEM

1. It is worth reporting in this category that whose interest in and cooperation with the JOT Program have been beyond the call of duty has again made a significant contribution. Since the opening of the new program, he has given up all his Saturdays and persuaded certain of his colleagues to join him in assessing JOT's who were late arrivals. Furthermore, he created a favorable attitude on the part of the JOT's themselves who also had to give up their Saturdays for this purpose. On the grounds that "a prophet is not without honor save in his own country", all members of the JOTP Staff hope that the unique quality of his cooperation is recognized elsewhere in the Office of Training.

B. NORMAL ACTIVITIES

1. In a meeting with Messrs. , a program has been worked out for training JOT's in Japanese language to fill the requirement levied by C/FE. This is being reduced to writing and will be presented for the signature of DTR in the next day or so.

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- (a) providing information about JOT's to instructors in the Clandestine Services Orientation Course;
 - (b) interviews with JOT's at the end of the Headquarters training period;
 - (c) selection of JOT's for different types of further training which will be completed during the week after CSO.

C/JOTP reported that the training officers were keeping cumulative records of each JOT in the following categories:

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-2-

1. Review of file
2. Tests
3. Assets
4. Liabilities
5. Observations from discussions, instructors' reports, formal and informal assessments, and formal reports.
6. Official ratings
7. Estimate of Attitude

3. At a meeting with [] four candidates were approved from a psychiatric point of view: [] and [] One was rejected by mutual agreement with the Medical Office: [] Three will be referred to the PSM Panel: [] [] These last three are individuals about whom the JOTP has some doubts and who may not be put in process even if approved by the Panel.

4. Permission has been obtained from the IG to duplicate his speech to the Inter-American Defense Board and to use it for reading by JOT candidates. At his suggestion, it will be entitled "The United States Intelligence Community Today" by Lyman B. Kirkpatrick, Inspector General, Central Intelligence Agency.

5. Of considerable interest is the following quotation from the Fitness Report of [] [] has shown exceptional ability in taking over the administration of approximately eight approved projects, and a host of developmental activities. She has fully and capably replaced a GS-12 in this demanding responsibility. As a newly arrived and inexperienced officer [] needs and seeks some amount of supervision, but bluntly stated, her grasp of what she is doing, her tact, and her very intelligent willingness to learn are nothing less than phenomenal. She is in every way a superior employee. As should be expected, her sex places some limitations on the degree to which she should handle oriental agents, but her first trials in this role show no weaknesses, and she shows promise of being one of the few women whom the Agency can trust to circumvent the difficulties endemic to the lady agent handler." [] test results and training records were, for the most part, not better than average for JOT's. We hope her supervisor is not ignoring the admonition of the Operations School that the case officer should not fall in love with his agent.

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-3-

6. The following figures on the strength of the JOT Program have been reported to DTR:

On our rolls 3 November 1958 185
 Military away 21
 Headquarters responsible 164
 In process of transfer 14
 150
 To be transferred during November 12
 Expected to be on our rolls 1 January 1959, including internals. 138

7. In his speech to the JOT's, the IG listed ten qualities important in the makeup of the successful intelligence officer. He pointed out that probably no one man will possess all of them to an exceptional degree. As a part of the evaluation of each JOT in the new program, the JOT training officers will keep notes on their estimate of the degree to which the JOT possesses "KK", i.e. Kirkpatrick Kriteria. A copy of the form is attached.

8. [] continues to support the program actively. The latest instance of his cooperation was his immediate and effective response to our appeal after a supervisor [] had refused to promote [] until he had six months in the field. As a result his promotion will be recommended by JOTP and concurred in by FE next month.

9. Thanks to [] we have been presented with quarterly figures on separations for nearly two years. Separations of GS-9 through GS-12 in the DD/P have been as follows:

January-March 1957 31
 April-June 1957 36
 July-September 1957 27
 October-December 1957 34
 January-March 1958 26
 April-June 1958 26
 July-September 1958 42

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-4-

11. Interviews were held with 28 JOT's.

12. Seven candidates were interviewed for the external phase of the Program.

13. ^{Temporary}~~Permanent~~ Action:

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14. The two new files that were received in the office are now under consideration.

C. PERSONNEL NOTES

1. is "breaking in" on the position now held by who in turn is sitting in on the morning classes held in the Clerical Training Branch and returning to this office in the afternoon.

2. are the proud parents of a new baby daughter. Bill, who is suffering from pancreitis, was confined to the same hospital as his wife at the time that she presented him with the new arrival.

3. was hospitalized for a few days for the removal of a cyst and will probably return to duty the week of 10 November.

D. TROUBLESOME MATTERS.

Nothing to report.

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1. a. Knowledge of people

b. Liking for people

2. Judgment

3. Inquisitiveness

4. Energy

5. Imagination

6. Balance

7. Open-mindedness

8. Flexibility

9. Thoroughness

X1 10. Self-expression (a) in writing (b) orally

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